

Acton Council on Aging Board Meeting Minutes for 9/13/2010

Present: Barbara Tallone, Chair; Charlie Aaronson, Vice-Chair; Stephen Baran, Treasurer; Sally Thompson, Secretary; Pat Ellis; Jim Papachristos; Paul Turner; Barbara Willson; Jean Fleming, Director; Mike Gowing, Liaison Board of Selectmen; Norma Wu, Vice-President Friends of the COA

Absent: Detective Dan Silva, Liaison Police Department.

Call to Order:

The meeting was called to order by Barbara Tallone at 3:45 PM on 9/13/2010 at the Senior Center.

Items disseminated at meeting include:

- Revised Open Meeting Law Record Management Tips Effective July 1, 2010
- Board Committee Handbook Town of Acton Version 1: Nov 6, 2009
- By-Laws Acton Council on Aging
- Six tables or graphs illustrating Acton Road Runner Activities: Average Service Productivity 2008-2010; Total Monthly Passengers 2008 – 2010; Passengers by Day of Week Jan - July 2010; Origin and Destinations Jan – July 2010; Boardings by Half-hour Periods Jan – July 2010; Monthly Ridership Statistics Jan – July 2010.
- FY10 COA Budget
- FY11 COA Budget

Review of the Minutes- Sally Thompson

The minutes of the Acton Council on Aging Board meeting for 6/14/10 were amended and accepted.

Vice-Chair Report-Charlie Aaronson

Charlie has been reviewing the By-Laws of the COA. He has obtained a copy of the By-Laws from Gena Manalan. However, he has been unable to locate an electronic copy of the By-Laws on the Acton website or through the Acton Town Clerk. Charlie has suggested that a committee be formed from our COA Board to correct and update the COA By-Laws which can then be presented to the COA Board for review and approval. A committee composed of Charlie Aaronson, Stephen Baran, Jim Papachristos, and Sally Thompson will meet on September 17, 2010 at 1pm. Mike Gowing has stated he will obtain a copy of the ratified COA By-Laws for gap analysis.

Director's Report- Jean Fleming

Jean reminded the Board of her plan to retire at the end of October. A process for interviewing applicants for the Director position will begin next week. The interview team will be composed of the Town of Acton HR Director, Jean Fleming, and other members including COA Board members.

Jean reviewed the recent physical improvements at the Senior Center including the new counter tops, 8 new parking spaces, new carpeting, and windows in the swinging doors.

She is proposing that alarm pull cords or buttons be placed in the bathrooms and other parts of the building so that individuals with emergencies can notify staff for help.

Treasurer's Report – Stephen Baran

The COA closed the 2010 budget with a remaining balance of \$215. The replacement of counter tops was funded by the COA Municipal budget using savings from other areas of the budget. Funds from the Formula Grant were used to buy a Tabster machine to attach tabs rather than staples to the monthly newsletter for cost savings in postage.

The proposed budget for FY11 totals \$18,042. This is a \$7570 reduction from FY10. Of concern to several members of the Board was the reduction in money budgeted to pay for Minuteman Social Services (FY10 = \$2,986. FY11 = \$500.) The Board plans to carefully watch the spending quarter by quarter for areas of saving that can be used toward Minuteman Social Services.

Liaison to BOS- Mike Gowing

Mike reported on the outreach efforts to the Lowell Regional Transit Authority (LRTA) that provides the Road Runner and COA Vans. The LRTA was asked to add Monday and Friday services to their Tuesday through Thursday schedule.

Mike presented data showing that the Road Runner Van usage peaks at 8:30am, 9:30am, 11am, 12pm, and 2pm. The largest number of trips (59%) is within Acton, followed by 25% of trips between Acton and Concord and 16% between Acton and Maynard.

Dial-A-Ride services open to all ages are operated by Transaction Associates. The van operates between 7am-10am and in the evening from 4pm-9pm. Destinations outside of Acton are limited to Emerson Hospital and Concord Hillside and Maynard Center. The Board recommended adding the Acton Food Pantry in Boxborough to the list of destinations.

Jean Fleming, who is retiring, announced her plan to sit down with Steve Ledoux to provide information about Acton seniors' transportation needs and usage. A further discussion ensued about how to insure that information about transportation is made available to seniors.

There is a Senior Breakfast on Friday, September 17. COA Board members Charlie Aaronson and Jim Papachristos have volunteered to attend.

Jean also recommended that the Board obtain a copy of the file on the plans for a future Senior Center from Paulina Knibbe.

Liaison to Friends of the COA – Norma Wu

The Friends of the COA plan to sell raffle tickets at the voting site on Election Day. They also plan to hold their annual craft fair on November 16, 2010. Norma Wu is the new Vice-President of the organization. They raised \$12,000 from individual donors during the 2009-2010 annual appeal campaign. The Friends gave \$30,000-\$31,000 to

support COA programming over the last fiscal year. The Board expressed its gratitude to the Friends for their hard work. The Friends of the COA have developed a new logo of a hand with a heart in the middle that will help identify programs they pay for.

Liaison to Healthy Communities-Health Department Group-Barbara Willson

An extension until October 15, 2010 has been granted for the completion of Acton's Healthy Communities grant proposal. There is a meeting scheduled for September 15, 2010 to focus on the proposal and integrate data gathered from Acton residents.

Liaison to Commission on Disabilities - Paul Turner

The Commission on Disabilities held its first meeting. The transportation issue was discussed. Ann Burgess was a guest speaker from the New England Recovery Learning Community. An important suggestion made during the meeting was to discontinue using the term mental illness and substitute the term psychiatric disability. There were various ideas generated including the importance of working together with the COA on common goals. Paul will consider writing updates for the COA Newsletter as they seem applicable.

Liaison to Minuteman Senior Services- Charlie Aaronson

Minuteman Senior Services is working with Emerson to develop transition teams to assist patients being discharged from the hospital to understand and successfully complete their aftercare plans. The hope is this will reduce re-admissions to the hospital within the first 30 days after discharge.

Minuteman Senior Services is re-evaluating its mission statement and entering a 3 year strategic plan. Charlie plans to assist with information gathering for Acton by speaking with Jean Fleming, Laura Ducharme, and Steve Ledoux.

New Business- Barbara Tallone

Tabled because of the late hour.

Close Meeting-Next Meeting- Barbara Tallone

The meeting was adjourned at 5:25pm. The next regularly scheduled meeting of the COA Board is October 18, 2010. It will be held at the Acton Senior Center at 3:45pm.

Respectfully Submitted,

Sally Thompson, Secretary